



# **JOB OPPORTUNITY**

## **CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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### **STAFF SERVICES MANAGER I**

**\$5,079 - \$6,127**

### **BUSINESS MANAGEMENT BUREAU SACRAMENTO**

Are you an individual seeking a challenging position, one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau is seeking a motivated Staff Services Manager I to join the talented team at our Sacramento location.

**RESPONSIBILITIES:** Under the general direction of the Staff Services Manager III, this position serves as one of two Assistant Business Management Bureau Chiefs responsible for overseeing the Department's Contract Management, Purchasing, Mailroom, and Support Services. This position supervises seven positions and personally performs and/or oversees the most difficult or sensitive assignments. Specific duties include:

- Review and critique contracts and purchase documents to ensure the best interests of the department are served, and consistency with state laws, policies, regulations, and procedures.
- Provide expert direction, assistance, and advice to department management, employees, and staff in each of the assigned areas of responsibility.
- Represent the department at meetings and conferences, and act as the principle liaison with outside control agencies on matters pertaining to assigned areas.
- Prepare detailed work product schedules and monitor progress.
- Develop and implement special programs and projects to enhance operational efficiency, effectiveness, and customer service.
- Provide ongoing supervision and staff development.

### **DESIRABLE QUALIFICATIONS:**

- Journey person experience negotiating contracts and purchases.
- Ability to deal effectively with multiple issues and assignments.
- Excellent oral and written communications.
- Ability to foster a teamwork and customer services work environment.
- Ability to use sound judgement and to exercise initiative.
- Ability to provide accurate, clear, and timely advice and direction.
- Strong leadership skills.
- Flexibility and tact.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility or Training and**

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

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AGE OR SEXUAL ORIENTATION.

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***Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300 Sacramento, CA 95814. **Please indicate "Staff Services Manager I, #413-193-4800-001" on the State application.** For additional information, please call (916) 492-3351.

**FINAL FILING DATE:**      **June 10, 2013 – Close of Business (5:00 p.m.)**

**NOTE:**      **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

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